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This paper describes in detail the administrative and operational organization of a program for 4,000 night students and 2,000 extended-day students. It outlines the duties of the Administrative Assistant in Instruction, who is responsible to the Dean of Instruction, Liberal Arts and to the Dean of Instruction, Technical Arts. It also gives a complete job description of the rest of the evening staff--Secretary to the Administrative Assistant, Assistant Dean of Admissions and Records, Senior Clerk in Admissions and Records, Assistant Dean of Guidance, Testing and Counseling, his secretary, two extended-day counselors, the college nurse, her clerk typist, a switchboard operator, the Placement Manager, and a mailroom attendant. Information on enrollment and staff figures, hours, registration procedures and requirements, and integration with the day programs is included. Recommendations call for (1) more classroom space, (2) a study to be made in the hope of preventing dropouts, (3) a way to predict curriculum changes to meet community needs, and (4) improvement in the counseling program. (HH)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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FULLERTON JUNIOR COLLEGE

EXTENDED-DAY PROGRAM

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Royal R. Meservy
May 21, 1968

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FULLERTON JUNIOR COLLEGE EXTENDED-DAY PROGRAM

The Extended Day program at Fullerton Junior College began with the July 1958 school year. At that time, the Fullerton Evening Junior College, which included the Adult Education courses, was split and the college level courses were taught under the title of Extended Day Courses at the college. The title, Fullerton Evening College was maintained as the Adult Education of the Fullerton area for several years, but the course work was below college level and could be taken without credit if desired. The Fullerton Junior College and High School District continued to run the Adult Education program. When the North Orange County Junior College District was formed and a complete divorce was made from the Fullerton Union High School District, the Adult Education section was given to the new junior college district.

The "father" of the Extended Day program of the Fullerton Junior College was Eldon L. Rodieck, present Dean of Vocational-Technical Education at the college. At the time the program was adopted, Mr. Rodieck became Dean of the Extended Day and Summer Session. The first semester, Mr. Rodieck, a secretary, a switchboard operator, and a girl at the window to hand out class tickets, was the entire evening staff. Under his guidance, the enrollment has grown from 1408 students that first year to over 4000 students who come only at night and another 2000 day students taking Extended Day classes.

When the Extended Day program began, the regulations were not stringent and students took courses for which they had no background. After watching students experience much frustration, because they took classes for which they were not prepared, studies were made, tests were given and pre-requisites prescribed.

At Fullerton Junior College, the Extended Day, as well as the day student, must sign up for an appointment to see his counselor and receive his approval before he can enroll in any class. Usually, a week before registration begins, the sign-up sheets are placed out on the counter in the Guidance Office and students sign up for counseling appointments. This happens in November, with December 1 being the date of registration for the Spring Semester, and in April for the May 1 date for the pre-registration of returning students for the next fall semester. In August, appointment dates are made in the Admissions Office for all new and re-entering students who did not pre-enroll in May. Only those persons who have taken the ACT, or the SCAT and the Coop. English test are allowed to enroll in December, May and August. Those who have not taken the tests are called "Specials" and must wait until the week prior to the beginning of classes to enroll and must present evidence of having met any pre-requisites necessary.

The "Special" classification came about to allow persons who had no desire to graduate from college but wanted to take courses for fun and credit. Those who do not care about credit, may take courses in the same subject area through the Adult Education programs.

It was believed that such an action would allow the student desirous of a specific degree, the first opportunity to get a class required for grad-

uation or transfer. At first the "Special" could register at any time without an appointment, but this became very annoying to the student who had an appointment, to see the class he hoped to get given to someone who had no specific goals in mind. For this reason, the "Specials" were shifted to the last week of registration.

As the enrollment increased, more staff were required. Today, we have an Administrative Assistant who works with the Dean of Instruction, Liberal Arts, and the Dean of Instruction, Technical Arts. These two deans are responsible for the entire instructional program of the college from 7:00 a.m. until 11:00 p.m. The Administrative Assistant in Instruction works in a staff capacity with the Deans of Instruction, especially on responsibilities related to the Extended Day program.

Administrative Assistant

The Administrative Assistant is the "keeper of the keys" at night and is responsible for making minor decisions which relate to instruction in the evenings. During the periods of registration, he has the authority to assign students with special needs into closed classes. His official responsibilities are as follows:

1. To work in a staff capacity with the Deans of Instruction, especially as those responsibilities relate to the Extended Day program.

2. To assist in the evaluation of instructors in the Extended Day program.

3. To assist in the preparation and publication of the annual College Bulletin and the Official Class Schedule, and Examination Schedule. To assume other instructional responsibilities as the Vice President may assign.

4. To prepare the Agenda for the Vice President's weekly Instruction Meetings, the periodic Deans' Meetings, the monthly Deans and Division Chairmen Meetings and to write up and distribute the minutes of these meetings.

5. To prepare and distribute the Faculty Directory at the beginning of each semester.

6. To carry out such research projects and administrative duties as the Vice President may desire and to prepare reports thereon.

Secretary to Administrative Assistant

The secretary to the Administrative Assistant is designated by the working title "Senior Secretary". She works from 1:30 p.m. to 10:00 p.m., except on Friday when she works from 7:30-4:00. Her specific duties are:

1. Take and transcribe difficult dictation, including technical manuscript, tabulations, statistical data, subject matter requiring exceptional skill and ability.

2. Transcribe similar material from dictating machine or tape recorder.

3. Supervise the work of clerical staff of lower rank in the office.

4. Be responsible for files and general office routine.

5. Compile data for reports.

6. Arrange appointments and conferences.

7. Give out information as directed.

8. Compose routine correspondence.

9. Receive callers.

10. Operate office and/or duplicating machines as required.

11. Prepare materials for mailing.

12. Perform bookkeeping functions necessary to the office assigned.

13. Maintain complete personnel files for Extended Day Staff, including processing of credential applications for employment, scheduling evaluation visits, typing confidential materials and reports. Maintain regular check on requirements and documents necessary for certification of qualified staff.

14. Maintain correct and up-to-date "Room Use" book for Extended Day.

15. Prepare and keep up-to-date data on all classes, including class tally, cancellations, changes, etc.

16. Prepare, distribute, receive, compute and maintain payroll records for 220-240 certificated Extended Day Staff and 90-110 Summer Session Staff.

17. Prepare and maintain contracts, loyalty oaths, payroll information forms, etc. for Extended Day instructors.

18. Issue and receive records of keys, desk copies of texts and supplies to instructors, both Extended Day and Summer Session; check-out staff at the end of each semester and summer session.

19. Major responsibility for gathering, compiling and verifying all College Bulletin revisions and corrections, including proofing copy.

20. Preliminary work on the total Final Examination Schedule.

21. Prepares and maintains weekly tally of class tickets of the total college program during all registration periods.

22. Maintains record, hours, absences and substitute reports on instructors when absent. Notification of absence to classes, etc.

23. Prepares and submits list of all Extended Day instructors along with their payroll rate to the Board of Trustees for approval each semester and the summer session.

24. The responsibility factor, because of hours of assignments, is greater than regular day requirements in similar positions.

    a. Senior Secretary on duty after 5:00 p.m.
    b. Greater versatibility required since most offices are closed and service to the public requires at least a working knowledge of all school operations, including scheduled extra-curricular activities, availability and use of facilities in the evening.
    c. Receives and channels all requests by personnel, such as locked rooms, replacing of lights, audio-visual equipment, etc.

25. Has close association with Adult Education due to the assignment of the classrooms here on campus and use of the buildings.

26. Perform other related duties as assigned.

Besides the Administrative Assistant, there are two Assistant Deans who are on duty in the evening, the Assistant Dean of Admissions and Records and the Assistant Dean of Guidance Services. These Deans begin their day's work at 1:00 p.m. Monday through Thursday and work until 10:00 p.m. As there are no Extended Day classes taught on Friday nights, they work 8:00 a.m. to 5:00 p.m. on Friday.

Assistant Dean of Admissions and Records

The Assistant Dean of Admissions, Records, and Student Research has many responsibilities which are connected with both the day and Extended Day students. His duties are officially itemized as follows:

1. Supervises attendance recording and accounting for Day, Extended Day and Summer Sessions and works with instructors to make certain that the attendance cards are correctly marked and turned in on time.

2. Prepares county and state attendance reports including attendance figures for the Day, Extended Day and Summer Sessions.

3. Prepares, for billing purposes, lists showing the attendance for each student from non-junior college territory and from each college district that owes the local district for the education of its students.

4. Prepares Day, Extended Day and Summer Session enrollment reports for the College President.

5. Completes questionnaires and supplies other information as required by other various branches of the county, state and federal governments and

other authorized organizations concerning the Day, Extended Day and Summer Session programs.

6. Cooperates with the Dean of Admissions and Records in carrying out the responsibilities of the Admissions and Records Office as they relate to the Extended Day and Summer Sessions which involves:

   a. Interviewing students and parents concerning admission.
   b. Supervising the Extended Day and Summer Session registration procedures.
   c. Interviewing persons applying for permits to attend other junior colleges and making necessary recommendations for approval or disapproval.
   d. Evaluating college work taken elsewhere.
   e. Evaluating the educational experiences of students who have served in the armed forces.
   f. Explaining the college's scholarship probation policies and interpreting them to students, parents, counselors and instructors.
   g. Approving program changes, drops, and withdrawals from colleges where special problems are involved.
   h. Checking and explaining graduation requirements.
   i. Supervising and controlling of the release of information on students' addresses and phone numbers, and messages to students during class time in emergency situations.
   j. Supervising the distribution of quarter and semester grades.
   k. Supervising the issuance of Fullerton Junior College transcripts and other student personnel data to colleges, employers, and individuals.
   l. Checking the records of instructors' at the end of each semester and summer session.
   m. Supervising the Assistant Admissions and Records secretary and the Assistant Attendance secretary in carrying out their duties in an effective and efficient manner during the evening hours.

7. Cooperates with the Vice President, the Deans of Instruction and the Dean of Guidance Services in implementing the admissions and records functions of the Extended Day and Summer Session.

8. Works under the supervision of the Dean of Admissions and Records in carrying out all the above responsibilities and in performing such other duties of the Admissions and Records Office as may be assigned to him.

9. Is on duty from 1:00-5:00 p.m. and 6:00-10:00 p.m. on Fridays, during the registration period. When registration is not in process, he will work the regular day hours.

10. Is in charge of the Admissions and Records Office in the absence of the Dean of Admissions and Records.

In the Extended Day program of the college, a Senior Clerk and two Clerks are on duty in the Admissions and Records Office.

Senior Clerk in Admissions and Records Office

The Senior Clerk must have had clerical experience and a knowledge of office methods, methods, procedures and equipment. She must have the ability to work under general direction, to perform general and complex clerical work of above average difficulty requiring specialized and detailed knowledge; and to do related work as required.

1. To keep an accurate record of all extended day applications each semester and summer session in order to provide comparative information for various reports.

   a. Each application is listed by number, name, and major in the Extended Day Record of Applications book.

2. To evaluate and compute incoming college transcripts for all students - day and Extended Day.

3. To classify, file and direct the filing of high school and college transcripts.

4. To plan, direct and supervise the work of hourly help in the Admissions Office during registration period.

5. To answer telephone and counter inquiries concerning admission, applications, registration and routine school matters.

6. To send out letters of acceptance and other material for Extended Day and Summer Session students.

7. To make counseling appointments for Extended Day and Summer Session students.

   a. An appointment card is mailed to each student who applies before the registration period and to all students who apply at any time by mail.

8. To prepare and file cumulative folders for all Extended Day and Summer Session students.

9. To assist in registration and pre-registration activities.

10. To compose routine correspondence related to Extended Day and transcripts.
11. To perform other related duties as required.

Two Clerk Typists in Admissions and Records Office

The two clerks are expected to have a knowledge of office methods and equipment; ability to understand and follow oral and written directions; ability to index and alphabetize accurately; ability to type at a speed of 35 words per minute; ability to make simple arithmetic computations; ability to work cooperatively with others. Each clerk typist working in the Admissions and Records Office during the Extended Day, has a specific set of duties to perform. One does the following tasks:

1. Assist day-time Attendance Clerk in her duties excluding Attendance reports.

2. Answer the telephone and counter inquiries from students and faculty relating to attendance and enrollment.

3. To assist the Recording Secretary in figuring grade-point averages.

4. Collect fees for tuition from non-resident students.

5. Help prepare transcripts for all students.

6. Perform other related duties as required.

The other clerk has the following assignments, besides assisting the Records Secretary:

1. Answer telephone and counter inquiries relating to transcripts, student programs, add, drop and withdrawal petitions and permanent records and illness excuses for Extended Day students.

2. Posting changes, withdrawals and instructor drops to student programs.

3. File student program changes, withdrawals, drops, residence forms and other material in cumulative folders.

4. To prepare transcripts of permanent records for students.

5. To prepare Social Security and Civil Service and Misc. inquiries relating to attendance of students.

6. Posting information to the permanent records.

7. Assisting in registration and pre-registration activities.

8. Other related duties as required during the school year.

Office of Guidance and Counseling Service

The Assistant Dean of Guidance Services, Testing, Counseling and Guidance works a flexible day shift and from 5:00 to 10:00 p.m., Monday through Thursday evenings. The day-time flexibility comes from his assignment to visit the high schools from which our students come, and other day-time appointments. He has the following responsibilities:

1. Administers the testing program for entering students and such other testing as may be required in connection with the counseling services; arranges for the distribution of test results to members of the college staff; conducts research connected with the testing program of the college. His specific duties connected with the testing program are:

a. He schedules the rooms and assigns the test, administrators and proctors; obtains keys to rooms, inventories and orders test booklets, answer sheets, pencils, test data cards, posters, tickets, etc.; arranges for the scoring of answer sheets, supervising the filing of answer sheets and of the test data cards, etc.
b. Works with the English and Mathematics Departments on the retesting of remedial students.
c. Administers tests on an individual basis to counselees referred by their counselors; arranges for the scoring of these tests and for the dissemination of the results to the counselors involved.
d. Administers ninth-grade and tenth-grade equivalency tests to members of the public who desire them.
e. Arranges reserve testing sessions for the high school seniors who want to enter Fullerton Junior College.

2. Distributes to the feeder high schools, College Catalogs, Divisional Brochures, other college publications, grade reports, admission posters, applications and other materials.

3. Accepts student referrals from the College staff and the Community in matters of academic planning, vocational choice and emotional problems; channels further referrals to the appropriate persons or agencies.

4. Arranges for and assigns day counselors to evening duty as needed during registration periods.

5. Assists in the performance of all duties assigned to the Dean of Guidance Services and performs such duties in his absence, particularly during the evening hours.

6. Works with the Assistant Dean of Admissions and Records and the Dean of Instruction (Extended Day and Summer Session) in the coordination of the counseling program with the work of those offices in dealing with Extended Day and Summer Session students and in the maintenance of adequate administrative supervision during the evening hours.

   a. Meets with the Assistant Dean of Admissions and Records as necessary to consider the re-admission of previously disqualified students.
   b. Arranges for having counselors on duty til 5:00 p.m. during Summer Session registration and on the first two days of Summer Session.

7. To be on duty from 1-5 p.m. and from 6-10 p.m. during registration periods.

8. Supervises the College Placement Manager and assists the Placement Manager in the follow-up.

9. Directs the operations of the central college production service for typing, duplication and other copying or production work for the instructional, student personnel and administrative functions of the faculty.

10. To direct the distribution of mail in the College Mail Room.

11. Maintains general oversight and control of the production and mail room and the personnel therein.

12. Supervise the Counselor's Reference Library.

13. Interview applicants for clerical and counseling positions.

14. Observe counselors' classes and listen to taped sessions for evaluation purposes.

15. Evaluates records of non-high school graduates to rule on their eligibility to attend Fullerton Junior College.

16. Approves applications of superior high school students.

17. Counsels non-high school graduates (these working on their high school diplomas) who are attending Extended Day classes.

18. Arranges for and participates in interviewing former Fullerton Junior College students.

19. Visits college classes and speaks on the junior college role in higher education.

20. Visits high schools, both in the district and out of it, and talks about the Fullerton Junior College to seniors.

21. Supervises Veterans' Administration matters for the college.

22. Supervises the College Health Service during Extended Day hours.

23. Supervises the Counseling Center Extended Day secretarial staff.

24. Completes necessary paperwork for participation in the ACT Student Profile Service.

25. Participates in committee work as appropriate.

26. Answers questions about the Selective Service rules and regulations.

27. Counsels 1000 "Special" students each semester.
(By Special is meant students who do not take the Admission Placement tests and who either take a class with no pre-requisite or for which they carry evidence that they have completed the course.)

28. Performs the above duties under the direction of the Dean of Guidance Services and assists that official in such other ways as he may be requested to assist.

At present there are two Extended Day counselors at Fullerton Junior College (next year there will be three), who are under the direction of the Assistant Dean of Guidance and Counseling Services. They have the following responsibilities:

1. To provide personal and educational counseling for thos students assigned to them, including

   a. Vocational guidance to assist the student in selecting a goal appropriate to his abilities, interests and needs.
   b. Educational guidance in the selection of courses appropriate to his chosen goal and consistent with major, transfer and graduation requirements.
   c. Assistance in coping with personal and social problems.

2. To refer students, when necessary, to the Dean of Guidance Services, the Dean of Men or Dean of Women, or other staff members for special assistance with educational or personal problems.

3. To encourage students to take increased responsibility for self direction as they grow in maturity.

4. To encourage good scholarship and assist in the administering of scholarship programs for entering and transferring students.

5. To teach careers classes each semester.

6. To assist in admissions testing and other testing programs, as directed by the Dean of Guidance Services.

7. To represent the College on liaison committees and other groups connected with the counseling and guidance function of the College.

8. To be on duty daily from 1-9:30 p.m., Monday through Thursday and from 8-4 p.m. on Friday.

9. To assume such other responsibilities in connection with the guidance function of the College as may be assigned by the Dean of Guidance Services.

By far the heaviest responsibility of the Extended Day counselors is the vocational counseling of the older students who desire to obtain a two-year, vocational degree or to transfer to a state college or university. The two counselors planned vocational programs and otherwise counseled 2090 students during the Fall Semester of the 1967-68 school year. Besides this counseling, another 1283 students came to the counseling center to ask questions which took less than five minutes for a counselor to answer. It must be pointed out that each of the Extended Day counselors taught a career planning class in the evening for the first quarter of that semester and these classes took two hours a week from the 14 hours available to counselees who wished to see their counselor. Each counselor has approximately 1900 counselees per semester. In June 1967, 10% of the graduates were Extended Day students.

Besides the counseling, each counselor spent 16 hours administering tests to entering and/or prospective students - either on a Friday night or a Saturday morning without further remuneration.

The one Extended Day counselor was an alternate member of the Faculty Senate and attended all the meetings. He was chairman of one committee and a member of four other committees sponsored by that august body. The other Extended Day counselor served on various committees within the Counseling Department.

College Nurse - Extended Day

Monday through Thursday, there is a registered nurse on campus from 6-10 p.m. She is charged with such matters of health and safety as affect the educational operation of the college, the liability of the District, and the physical welfare of those who may be exposed to health or safety hazards beyond their control while in attendance at college. In carrying out her duties, she is responsible to the Assistant Dean of Guidance Services. Her duties may be listed as follows:

1. Is responsible for maintaining and developing the college health program under the supervision of the Dean of Student Advisement and the college physician.

2. Assists in the Safety Program in the College.

3. Maintains comprehensive health records.

4. Reviews health inventory and physical examination forms, as well as reviewing the supplementary laboratory reports on all students.

5. Is to follow-up and refer to the proper individual or agency, all students screened or seen in consultation.

6. Is available for health consultations.

7. Is available for physical education counseling (temporary excuses, exemptions, program changes due to medical reasons, and special physical education assignments).

8. Arranges student health consultation with the college physician.

9. Arranges the student psychiatric consultations upon approval by the Dean of Student Advisement.

10. Notifies counselors and instructors of student limitations and physicians recommendations.

11. Renders emergency care for injuries and sudden illness of students and staff according to the college physicians' "Medical Directives for Health Service Personnel."

12. Prepares written reports to the District Office and the insurance carriers concerning accident, liability and State Compensation reports.

13. Is to prepare the semester summaries relating to accidents, physical education exemptions, program changes due to medical reasons, and assignments to special physical education class.

14. Maintains records for the quarterly and annual reports to the Dean of Student Advisement.

15. Provides the faculty with data on health service and the location of the first aid cabinets.

16. Cooperates with physical education personnel regarding athletes needing physical examinations, or the reporting of defects which could limit their participation or performance.

17. Cooperates with the house mothers on the extended campuses on matters pertaining to student's health problems. (The extended campuses are the Orange County General Hospital Nurses Home, Othrys Hall 1 and 11, Calif. State College at Fullerton.)

18. Cooperates with the divisions in Cosmetology, Dental and Medical Assisting, X-Ray Technology, Vocational and Registered Nursing. Student rosters are reviewed for the fulfillment of pre-requisites in matters pertaining to physical examinations, laboratory tests, and immunizations.

19. Cooperates with the instructors in Child Guidance Classes by weighing and measuring the Nursery School Children.

20. Cooperates with the Dean of Women in the Red Cross sponsored annual blood drive.

21. Makes recommendations to the Dean of Guidance for the improvement of the safety and sanitation programs in the College.

22. Cooperates with the local public health department in communicable disease control. Exclusion and readmission of students and staff are based upon these directives.

23. Explains and interprets the college health program to the student, parents and faculty.

24. Makes known to the students and faculty the legal aspects of college incurred injuries.

25. Recommends health programs for the group control of influenza, tuberculosis, or any other special health problem occurring on campus or the extended campus.

26. Maintains a mileage invoice for reimbursement purposes.

27. Supervises verification of absence due to illness and quarantine.

28. Consultant for Adult Education in matters pertaining to medical emergencies.

Assisting the Extended Day Nurse is a clerk typist who has the following duties:

1. Types all the assignments for program changes due to medical reasons.

2. Types and forwards to the District Office and to the insurance company, all accident reports, liability forms, and State Compensation Reports.

3. Assists in taking inventory and typing the supply requisitions.

4. Assists the nurse in the preparation of health education materials for the bulletin boards. She orders the materials and pamphlets to be used for health education in the units.

5. Makes the appointments for health consultation for the college physician or the college nurse.

6. Assists with the annual Influenza Immunization Clinic for the faculty and staff.

7. Types the annual budget and purchase requisitions.

8. Maintains a record of the clerk-typist section of the Quarterly Report.

9. Types the semester summaries relating to accidents, physical education exemptions, special physical education class, and the program changes due to medical reasons.

10. Types the stencils for the health service forms.

11. Types and forwards to the counselors and instructors, the notification of student limitations with essential health education materials. Diabetes, epilepsy, hemophiliacs, cardio-vascular disorders, cerebral palsy and any other special problem in health.

12. Types and forwards to the division chairmen a check list of first aid supplies for each semester. Fills the order for the divisions' first aid cabinets and notifies them the supplies are ready.

13. Types and mails to each instructor, the orientation sheet on the health service program and the location of first aid cabinets.

14. Assists the nurse during registration in processing the health inventory forms and the physical examination record. Mails the letters to minor students who have not submitted an emergency consent form. Maintains a list of students who need to secure the consent.

15. Requests the health folders from the Fullerton High Schools for their students who are now enrolling in the Junior College.

16. Maintains a record of the crutches loaned to students and the date they were returned.

17. Issues Absence Verifications to students.

18. Sorts, alphabetizes and files students records, reports and cards.

19. Checks records and forms for completeness and accuracy.

20. Answers routine questions or gives out standard information.

21. Types letters, confidential reports to counselors and instructors, purchase orders, accident reports, liability and State Compensation reports. Also types or posts prescribed information onto student's records and cards.

22. Proof-reads typed material for grammatical and spelling errors.

23. Changes all carbons on verification pads on the counter and have a second set ready on desk to follow up with when the desk traffic is rushed.

24. Prepares a carbon and original sheet for verification count for the following day.

25. Removes and checks the current days verifications and staples them together in alphabetical order. If it is a sampling period (taken over six weeks) recheck second set of verifications for accuracy, correct and place in mailer and sendto IBM-District Office.

26. Check all the desks to make sure there are sufficient forms on each desk. Change dates on all stamps and calendars.

27. Clean and wash down the counter and desks.

28. Follows the directives for First Aid as outlined by the College Physician and notifies the Nurse for further evaluation.

29. Locks all the file cabinets and doors.

Extended Day Secretary in Guidance and Counseling

The Assistant Dean of Guidance has a secretary, who besides having a knowledge of modern office methods, procedures and equipment; the ability to use a transcribing machine and to take dictation at an "acceptable" rate of speed; the ability to type at the speed of 45 words per minute, has the following specific responsibilities:

1. Types up, makes copies of and distributes the President's Honor List to the high schools as well as to the colleges of the District.

2. Types stencils, collates and distributes 250 copies of the "Guide to Careers Manual." Also, any requests of the counselors for additional copies of any page or pages of the manual are honored by her.

3. Converts the raw scores from the SCAT and English Coop. tests to percentile scores and enters them on the test data cards after each testing session. This amounts to 3794 students (Feb., March, April - 1728).

4. Type ditto of quarter and semester grades of Superior High School Students, make copies and distributes them to the high schools concerned.

5. Sort and distribute quarter, semester and summer grade slips according to counselors assigned.

6. Fill out nursing forms re: test scores.

7. Makes up and posts pre-registration appointment sheets for counselors.

8. Makes up registration appointment sheets. Pulls cum folders for new students and gives to counselors daily during registration for both day and extended day, and sees that they are re-filed.

9. Compiles units attempted, grade points, and grade point averages for former Fullerton Junior College students now attending 4-year colleges and universities.

10. "Supervises" student helper from 4-6 p.m. with regard to counselors' filing, office filing and general office work.

11. Takes care of the Counselors' Library, also the Bulletins which come in from other colleges.

12. Handles the correspondence to and for the Guidance Advisory Committee.

13. Relieves the Switchboard Operator at break time.

14. Makes reservations for and handles correspondence on Counselors' Dinner.

15. Makes ready testing materials for the testing of prospective students and sees that the tickets for the various sessions are given out as per

requests. Among the duties are sharpening pencils, mending damaged or worn test booklets, and placing answer sheets in booklets.

Extended Day Switchboard Operator

Because the college stays open until 10 p.m. four nights a week, a switchboard operator is on duty until that hour. (It might be noted that most of the Extended Day classes are over by 10 p.m..) Besides having the knowledge and skills required to efficiently tend the switchboard, she has the following specific duties:

1. Handles correspondence with the Selective Service. Typical tasks are: handling applications, typing forms and alphabetizing.

2. Hands out tickets for testing sessions, files all tests, helps score tests when applicable, alphabetizes and files test data cards.

3. Answers questions and transacts other business for Veterans who attend at night.

4. Sends out Alpha Gamma cards and helps type the President's Honor List.

5. Takes and relays various messages.

6. Answers relevant and all irrelevant questions asked her.

7. Does all the "little" jobs requested of her by her superiors.

On duty one night a week, thus making the job placement service available to Extended Day students, is the Placement Manager. He reports to the Assistant Dean of Guidance and Counseling and has the following responsibilities:

1. To maintain a centralized service for part-time and full-time, temporary and permanent placement, this service to operate on the principles of recommending students only for positions in which they are prepared to succeed and dealing frankly with prospective employers regarding the qualificatinns of persons recommended.

2. To maintain a system of student rating and records for all students in vocational programs and for those seeking employment.

3. To maintain a system of records of all placement activities in the College.

4. To consult regularly with division chairmen and other College staff regarding procedures for determining the qualifications of students seeking employment and other matters relating to the operation of the Placement Office as may be appropriate.

5. To process rating or reference forms for students who have applied for positions.

6. To maintain personal contact with the business and industrial personnel of the area as a means of facilitating placement, keeping in close touch with the needs of business and industry, interpreting those needs to the

College, and assisting business and industry to know the College.

7. To pass upon requests of under-age Fullerton Junior College students for State work permits and to sign forms for such permits as he sees fit to grant.

8. To refer requests for work permits by foreign students under the authority of the Bureau of Immigration to the Dean of Admissions and Records.

9. To do an annual follow-up on both terminal and transfer students, maintaining comparable statistics from year to year and reporting findings to the College administration. The follow-up should include evaluations by employers of our graduates and should be in close collaboration with the Dean of Guidance Services.

10. To cooperate with non-fee employment agencies to the extent that they recognize and serve the needs of the individual student injjob placement and to make available to such agencies any applicants on file who qualify for a specific job opportunity.

11. To conduct the Industry Visitation Program of the College.

12. To perform such other functions as may be assigned to him by the Dean of Guidance Services.

13. To process Fullerton Junior College student employment applications.

14. To maintain a current tutorial referral list.

To aid the Extended Day, as well as the day instructors in their clerical work and related needs, a mail room attendant is on duty at night.

Mail Room Attendant

The Extended Day mail room attendant is on duty at night until 9: 15 p.m. She has the responsibility to assist the Extended Day teachers who do not teach at the college during the daytime. She sees that they get their mail and answers questions. Most of the time, she runs the mimeograph machine and the collator, and assembles the requests of the staff for work sheets, tests, and other such materials that need to be "run off."

Summary

The Extended Day program at Fullerton Junior College has grown from 1408 students in 1958 to an enrollment of over 6000. This does not include the Adult Education classes. With the growing, the staff has been expanded. At the present time we have an Administrative Assistant who works with the Dean of Instruction, Liberal Arts, and the Dean of Instruction, Technical Arts. These two deans are responsible for the entire instructional program of the college from 7:00 a.m. until 11:00 p.m. The Administrative Assistant in

Instruction works in a staff capacity with the Deans of Instruction, especially on responsibilities related the the Extended Day program.

The Administrative Assistant is the "keeper of the keys" at night and is responsible for making minor desisions which relate to instruction in the evenings. He also performs other responsibilities as listed on the "Organizational Pattern in Instruction" chart. (see attached)

Besides the Administrative Assistant, there are two Assistant Deans who are on duty in the evening; the Assistant Dean of Admissions and Records and the Assistant Dean of Guidance Services. These Deans begin their day's work at 1:00 p.m. Monday through Thursday and work until 10:00 p.m. As there are no Extended Day classes taught on Friday nights, they work 8:00 a.m. to 5:00 p.m. on Friday.

There is considerable integration between the day and Extended Day programs. For example, the same Admissions Clerk who evaluates the transcripts of day students evaluates those of the night students also; the same Records Clerk who enters the grades earned on the daytime students' transcripts enters them on Extended Day students' transcripts also; the same clerk who evaluates the daytime students' transcripts to see if they are eligible for graduation, evaluates the Extended Day students' also.

The Deans of Instruction, of Admissions and Records, and of Guidance Services are responsible to see that the budgets for their particular areas are submitted and are also responsible for their areas of supervision. The Assistant Deans work under their direction and make decisions which are in accord with the policies of the respective deans, the College President, and the Board of Trustees.

The Division Chairmen and the Deans of Instruction are responsible for budget planning and recommending the hiring of faculty for the Extended Day programs.

The Administrative Assistant has a full-time secretary who, besides the regular secretarial duties, does the bookkeeping on, and keeps the records, including payroll of all Extended Day instructors.

The Assistant Dean of Admissions and Records has three clerk-typists who assist him in the afternoon and evening.

The Assistant Dean of Guidance Services has a secretary who works from 1:00 p.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. There is also a telephone operator who works at the switchboard from 3:30 p.m. Monday through Thursday evenings.

Besides these, there is a registered nurse on duty until 10:00 p.m. each evening college classes are in session. She reports to work at 2:00 p.m. in the afternoon. The nurse has a clerk-typist who assists her each evening. The nurse is responsible to the Dean of Guidance Services.

Assisting the Assistant Dean of Guidance Services in counseling Extended Day students are two full-time counselors whose working hours are 1:00-4:30 p.m. and 6:00-9:30 p.m. Monday through Thursday. After 6:00 p.m., they counsel Extended Day students only. The evening students may come in for counseling

in the afternoons if they so desire, but the afternoon counseling hours of these counselors and from 8:00-4:00 p.m. on Friday are basically spent in counseling daytime students.

During periods of registration (August 1st through September 11th, December 1st through February 6th, and May 1st through May 31st) daytime counselors are employed to assist the regular Extended Day counselors in registering the incoming students. Each student has a counseling appointment with a counselor at this time to help them sign-up for classes. Between registration periods, the regular Extended Day counselors counsel the students in vocational and other areas. In June, 1967, one of each ten students who graduated was an Extended Day student.

Recommendations

From this study, it is apparent that Fullerton Junior College is doing an adequate job of meeting the present needs of its Extended Day students. The following areas need to be studied if this excellence is to continue.

1. The classrooms are now filled in the beginning of each semester with no room for adding more under the present schedule. A study should be made to find more classroom facilities for students desiring to attend school in the evenings. These may be in off-campus facilities.

2. A study should be made to see if the drop-out rate can be curtailed so that more effective room utilization can be had. Included in this study would be the identification of drop-outs to see if there is a pattern that might be reversed.

3. A study should be made to predict present and future curriculum changes which will help the College continue to meet the needs of its community.

4. A study should be made to improve the counseling program. While it seems to be effective, certainly its effectiveness to the 4000 students who attend evening classes could be improved.